Maine Legislature Office of Fiscal and Program Review
Augusta, Maine
SECRETARY

The Maine Legislature's Office of Fiscal and Program Review, a nonpartisan staff office of the Legislative Council, is seeking applicants for the full-time position of Secretary to provide confidential clerical support to the office and to the Joint Standing Committee on Appropriations and Financial Affairs. Examples of responsibilities include preparing for and attending all committee hearings, work sessions and meetings; preparing advertising, schedules and correspondence; recording and tracking bills through the committee process; performing filing, photocopying and other office support tasks; serving as office receptionist; and performing other secretarial duties as assigned. Weekend and evening work required depending on legislative or operational needs.

Desired Minimum Qualifications: High school diploma, including or supplemented by courses in secretarial work or equivalent combination of education and relevant experience; one year secretarial experience; proficiency in word processing, spreadsheet software and basic computer skills; ability to perform varied secretarial tasks with speed and accuracy under short deadlines; ability to work in a highly nonpartisan manner; strong organizational, interpersonal and teamwork skills.

Salary and Benefits: Grade 3 of the Legislative Salary Schedule (salary begins at $13.41 per hour, commensurate with experience, plus benefit package). Value of State-paid health and dental insurance: $359.27 biweekly. Value of State's share of retirement: 11.54% of employee's gross pay. EEO employer.

Applications: Applicants should submit a letter of application, resume and supplemental qualifications form by the close of business on **Monday, November 21, 2011** to: Debra E. Olken, Human Resources Director, Maine State Legislature, Office of the Executive Director, 115 State House Station, Augusta, ME 04333-0115. The supplemental form is available at http://www.maine.gov/legis/execdir/job_oppportunities.htm